



# ARIZONA DEPARTMENT OF REAL ESTATE

## PROOF OF SERVICE— CERTIFIED MAIL

A.R.S. § 32-2188.01(B)

### FORM RF-111

FOR DEPARTMENT USE ONLY

RF File No. \_\_\_\_\_

The undersigned Applicant states the following:

1. Applicant is a citizen of the United States over the age of 18 years, and is competent to testify to the facts stated herein, which describe the circumstances warranting service by certified mail on the following Judgment Debtor:

2. The Judgment Debtor identified above holds a current license issued by the Department of Real Estate.

3. Following is the Judgment Debtor's current address of record with the Department:

Address: \_\_\_\_\_  
\_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

4. Pursuant to A.R.S. §32-2188.01(B), Applicant served the Judgment Debtor with the Notice to Judgment Debtor (Form RF-109) and the Application for Payment from the Recovery Fund (Form RF-107), with all of the attachments identified in the Application, by placing true copies in a sealed envelope addressed to the address identified in No. 3 above, with postage thereon fully prepaid, certified and return receipt requested, in the U.S. Postal Service mail as follows:

Location of Post Office: City \_\_\_\_\_ State \_\_\_\_\_ Date: \_\_\_\_\_, 200\_\_\_\_.

5. Attached are copies of the following (check all that apply):

☐ The green card (return receipt) returned by the post office indicating when and to whom the envelope was delivered

☐ The envelope returned undeliverable with the following explanation (check all that apply):

☐ Moved - Left No Forwarding Address

☐ Unclaimed

☐ Other: \_\_\_\_\_

Check one: The original ☐ OR a copy ☐ of the envelope that was returned by the Post Office is attached.

### CERTIFICATION BY APPLICANT

I declare that I have prepared and read the foregoing Proof of Service and know of my own knowledge that the facts, circumstances and statements made therein are true and correct.

EXECUTED on \_\_\_\_\_, 200\_\_\_\_, Signature: \_\_\_\_\_

at \_\_\_\_\_, Arizona.

X

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### NOTICE TO APPLICANT:

- Complete a SEPARATE Proof of Service for each Judgment Debtor.
- Only use this method of service if the Judgment Debtor holds a current license issued by the Department.
- When you receive the the green card (return receipt) or undeliverable envelope back from the Post Office, complete this form and attach the items you checked in No. 4 above. Mail completed form & all attachments to:

Recovery Fund Administrator  
Arizona Department of Real Estate  
2910 N. 44th Street, Suite 100  
Phoenix, AZ 85018

Your Application will not be treated as substantially complete without Proof of Service on each Judgment Debtor against whom you are making a claim.